

Job Description
Executive Director
Northampton Community Television, Inc.
September 6, 2006

Summary:

Responsible for the management of the Northampton Community Television, Inc. (a non-profit corporation) including operations, personnel and facilities; for planning and implementation of annual budgets, programming, training and development; for insuring quality, service and cost-effective management of resources; reporting to NCTV's Board of Directors.

Specific Duties:

- Provide direction and leadership to the formulation and achievement of NCTV's philosophy, mission and its annual goals and objectives
- Report regularly to the Board of Directors on all activities including finances, programs, policies, procedures and long-range plans
- Oversee administrative, financial and program operations as well as all personnel matters
- Prepare and, following Board approval, administer NCTV's annual budget
- Negotiate and ensure compliance with NCTV's contracts
- Manage the overall operation of NCTV's production facilities and equipment
- Establish and oversee training programs for PEG access development
- Coordinate Northampton High School student and teacher use of the studio to provide educational opportunities for Northampton students
- Pursue and incorporate additional revenue sources through fundraising, consistent with NCTV's mission statement and annual goals and objectives
- Maintain a close working relationship with representatives of City government, the Northampton School Committee and the Northampton Cable Access Board (CAB)
- Organize annual meeting for NCTV membership and the public and providing annual report on activities, budgets, programs and strategic planning. Organize board meetings as required.

- Keep informed of issues, events and developments within the PEG access field through professional peer contacts, conference attendance and professional associations
- Develop and coordinate an active community and student volunteer program
- Develop and extend outreach programs into the many Northampton communities and neighboring community access stations
- Create and promote active and varied programming reflecting the multicultural nature of the Northampton community
- Other duties as assigned by the Board of Directors

Recommended Knowledge and Skill Requirements

- Bachelors Degree desirable.
- Understanding and experience in non-profit operations and management.
- Professional TV broadcast experience in production, programming, promotion and/or station management desirable.
- Professional experience at a PEG (Public Educational & Governmental) access station preferred
- Professional experience in managing technical and production staff and equipment.
- Experience in creating and executing an annual business plan, budget and full program schedule
- Excellent communication skills and ability to work with a variety of community interest groups.
- Computer skills to include working with MS-Word, Excel, Adobe PDF. Experience with digital editing software is a plus.
- Physical Requirements: Able and willing to lift and move equipment weighing up to 40 lbs, ability to operate a keyboard and view computer and camera screens.

Salary & Benefits

Salary is \$40,000+ commensurate with experience. Benefits to be determined and negotiated with finalist.